

CCP Meeting Log FAQ's

How does the Meeting Log work?

- The meeting log should be filled out whenever you and your partner has had a meeting.
- The Log allows your instructor to check your participation.
- The meeting log is available online when you log into the CCP Online Application System.

How do I create an entry in the Meeting Log?

1. Log onto the CCP Online Application System, where you can see your partner information.
2. Below your partner's information, there will be a list of meetings entered into the Meeting Log.
3. To the right, under Menu, you should click "Partner Meeting Log Entry".
4. Here you write down when the meeting took place, how long it was, topics you talked and some comments on the meeting.
5. Press submit (please notice that editing the meeting log is not possible, so make sure the information is correct).
6. That is all you have to do. You now have to wait for your partner to log in and verify the meeting.

What does Unverified and Verified mean on my Dashboard?

- *Unverified* means that one partner wrote their report, but that the other partner needs to read it and verify it.
- *Verified* means that the meeting report has been read by the other partner and approved.

Do both partners need to write their own report of the same meeting?

- Yes! Each partner has to write their own report and also have it verified by their partners.

What if my instructor does not need to check my meeting logs or if I am a volunteer?

- All partners should write a meeting log report.
- Your partner may be getting credit, so writing about the meeting helps them too.
- CCP Staff also check how partners are doing.

What if I make a mistake writing my Meeting Log?

- After you hit Submit, you cannot delete or edit your Entry.
- You will need to contact CCP to ask a CCP Staff Member to delete your entry.
- E-mail deanzaccp@yahoo.com with Subject Line: Meeting Log Help + your last name.
- A CCP staff person will reply to you M-F.
- E-mail to ccpartners@deanza.edu goes to the CCP Coordinator.

